

STATUS	TASK	APPENDIX	SUBMISSION DEADLINE	SUBMISSION FORMAT
	<b>Initial Budget</b>		September 30	BaselineEdge
	<b>Accreditation Documentation</b>		September 30	Copy to Monitor
	<b>Official Transcripts (new non-certified lead &amp; all auxiliary teachers only)</b>		September 1	<p><i>See Program Guidelines pg. 10 for full details</i></p> <p>Complete the online Teacher Credential Verification jotform  <a href="http://www.bit.do/credentials">www.bit.do/credentials</a></p> <p>Upload an unofficial transcript or your teaching certificate number that can be found at:  <a href="https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx">https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx</a></p> <p>Mail official copy to:  Alabama Dept. Early Childhood Education  Attn: Teacher Transcripts  P.O. Box 302755  Montgomery, AL 36130-2755</p>
	<b>Teacher Salary Schedules</b>	A		
	<b>Parent Fee Sliding Scale For Tiered and Plus Grants</b>	B		
	<b>Background Check Verification Form</b>	C	Within 10 days of starting school	<p>Mail official notarized copy to:  Alabama Dept. of Early Childhood Education  Office of School Readiness  Attention: Background Verification Form  P.O. Box 302755  Montgomery, AL 36130-2755</p>
	<b>Health Screening Permission &amp; Review</b>	D	Permission by 20 <sup>th</sup> day of school, parent review due by Dec. 31	On-Site
	<b>Child Health Screening Record</b>	E	October 31	On-Site

	<b>Waiver Increase/Decrease in Enrollment Request Form</b>	F	As Needed	Electronically to Regional Directors
	<b>Modified Schedule Request Form</b>	G	As Needed	Electronically to Regional Directors
	<b>Parent/Family Contract</b>	H	Within 20 days of start of school	Monitors will check on-site
	<b>Family Involvement Sign-In</b>	I	Parent Orientation due within 20 days of start of school	On-Site
	<b>Suggested Topics to Cover During Parent/Family Orientation</b>	J		
	<b>Yearly plan of Family Engagement Activities &amp; Monthly Calendar of Activities for Parents/Families</b>		Yearly Plan due October 1, Monthly Calendars as needed	On-Site
	<b>Copies of background checks for all staff members of license-exempt faith-based programs (teachers, substitutes, etc.)</b>		October 1	Mail to: Alabama Dept. of Early Childhood Education Office of School Readiness Attention: Official Background Check P.O. Box 302755 Montgomery, AL 36130-2755
	<b>Individual Parent/Family Involvement Log</b>	K	As Needed	On-Site
	<b>January Budget</b>		January 31	BaselineEdge
	<b>Code of Alabama for the Office Of School Readiness</b>	L		
	<b>Classroom Inventory and Purchase List</b>	M	Ongoing	On-Site; to be checked by Program Coaches and Monitors
	<b>Alabama's Mandatory Child Abuse</b>	N		
	<b>Children with Special Needs</b>	O		
	<b>Required Equipment, Materials and Supplies</b>	P	As Needed	
	<b>Director, Teacher, Parent End of the Year Surveys</b>		April 1-30	Electronically-participant will receive a link to the survey via email

	<b>End of year budget</b>	Online	May 31	BaselineEdge
	<b>Incident Report Form</b>	Q	As Needed (but due to Regional Director within 24 hours of incident)	Electronically to Regional Directors
	<b>Student Change Report (For new students or change in information for existing students)</b>	Online	As Needed	<a href="http://www.bit.do/studentchange">www.bit.do/studentchange</a>
	<b>Help Me Grow Universal Resource Form</b>	R	As Needed	Electronically to care coordinator for your area via email or fax
	<b>Help Me Grow Regional Map of Care Coordinator Contacts</b>	S		
	<b>Director Guidelines for Pre-Registration</b>	T		